



Holme Grange School

Job Description Teaching Assistant

Holme Grange School

As a Teaching Assistant at Holme Grange School you should:

- Be true to Holme Grange Mission Statement and work to achieve the ideals set out
- Foster a good quality of relationships with children and their families, being aware of the pastoral role that is necessary in a good school
- Be wholeheartedly committed to the Christian aims and ethos of the school and be able to implement those aims in your work
- Contribute to the ethos of Holme Grange
- Treat all children as in your care and not just in your class
- Encourage the home/school partnership and contribute to the life of the school

Key Role / Functions

To work under the instruction/ guidance of teaching/senior staff to:

- undertake work /care/support programmes
- contribute to a high standard of physical, emotional and intellectual care for children
- enable access to learning for pupils
- give support to other personnel within the department appointed to

Responsible to:

The Head of Prep.

Hours of Work:

Full Time, Term Time.

Specific Duties and Responsibilities

1. Support for Pupils

- a. To promote pupils' development in a safe, secure, challenging environment
- b. To have regard for the safety and well being of the pupil at all times
- c. To meet the needs of the pupil whilst encouraging independence wherever possible.
- d. To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible

“Work Hard, Play Fair”

- e. To listen to individual children read and support the management of the reading programme in school.
- f. To participate in pupils' play and extend and stimulate language through conversation
- g. To focus on individual pupils to ensure their needs are being met within the group.
- h. To encourage inclusion within the classroom
- i. To display pupils' work to reflect their achievement
- j. To encourage pupils to interact with others and engage in activities led by an adult
- k. To ensure that mealtimes are a time of pleasant social training
- l. To assist in the supervision of pupils on outings and visits

2. Support for Teachers

- a. To liaise with teachers regarding the daily/weekly programme of activities and events
- b. To work with other staff delivering Individual Education and Health Care Plans
- c. To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom
- d. To gather information from parents/carers as requested
- e. To be aware of pupil problems/progress/achievements and report to the teacher as agreed
- f. To support pupil record keeping as requested, keeping a proper record of achievement file on your key children
- g. To provide clerical support e.g. photocopying, filing, receiving and passing money to the school secretary
- h. To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self control and independence
- i. To be flexible within working practices of nursery. BE prepared to help where needed, including the preparation of snack meals, cleansing of equipment etc.
- j. Record accidents in the accident book
- k. To ensure children are collected by authorised people only.

3. Support for the School

- a. To attend out of working hours activities e.g training, summer fete, Open Days, Concerts and Speech Days etc. (advance notice is always given of these events)
- b. To work alongside other professionals in assessing children's progress/needs
- c. To attend appropriate staff meetings as required
- d. To work as a member of the staff team in all relevant activities to develop the school
- e. To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school
- f. To be aware of all Health & Safety issues
- g. To assist with the general supervision of pupils during breaktimes and/or when required

- h. To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professional, to the Headteacher
- i. To be a proactive member of the school and class team
- j. To attend relevant professional development to update knowledge

4. **Support for the Curriculum**

- a. To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies
- b. To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use
- c. To set out, prepare and maintain equipment, indoors and outdoors

5. **General**

- a. To ensure the classroom offers a high-quality environment to meet the needs of individual children from different cultures and religious backgrounds, and stages of development
- b. To be aware of the high profile of Holme Grange School and to uphold its standards at all times.
- c. The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post
- d. This post could involve supporting the after-school activities.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the SMT to reflect or anticipate changes in the job which are commensurate with the salary and job title.